Doctoral Programme in Translation and Language Sciences

Thesis Proposal: Submission and defence regulations

The Thesis Proposal of the Doctoral Program in Translation and Language Sciences is defended in a public act and is evaluated by a specific committee. This evaluation committee will issue one of the following reports: *Favourable report, Conditional Favourable report* (the proposal needs to be revised) or *Adverse report* (a new proposal has to be submitted).

Bellow you can find the steps to be followed by the student, the thesis supervisor(s), the tutor, the Doctoral Programme coordinator, and the Doctoral Programme secretary.

1. Submission and validation of the Thesis Proposal

The doctoral student:
- Uploads the Thesis Proposal in PDF format to the doctoral thesis follow-up module. This must be done before May 10.
- Receives their supervisor's validation of the Thesis Proposal. From that moment the Proposal can be displayed and printed, but it can no longer be modified.
- Receives confirmation that their evaluation committee proposal has been approved.
- Sends the Thesis Proposal, in PDF format, to the three members of the evaluation committee. If their supervisor notifies them that one or several members of the committee need paper copies of the Proposal, the student will produce and send them.
- Defends the Research Proposal **before June 1** (preferably in April or May).

The thesis supervisor:
- Reads and validates the Thesis Proposal as soon as it is available in the doctoral thesis follow-up module.
- Sets up an evaluation committee consisting of 3 members: **at least 1** of the members has to be external to the Department, and not belong to any of the research groups in our department. The members who belong to the Department must work in different research groups. Only one member can belong to the supervisor's research group.
  - To present their proposal, supervisors must fill in the 'Evaluation Committee Proposal' document.
- Contacts the members of the evaluation committee and proposes a date and a time for the defence.
  - Assigns the roles of President, Secretary, and Member respectively.

> ➢ Please note that the Doctoral Programme has no funds available to finance trips for members external to the Department.

- ● Sends the 'Evaluation Committee Proposal' document by email to the Doctoral Programme secretary in order to receive the Doctoral Program coordinator's approval.

o Asks each member of the committee if they would like the Thesis Proposal as a paper copy, an electronic copy or both.

o Asks the PhD student to send the copies of the Thesis Proposal (PAPER, ELECTRONIC OR BOTH) to the members of the committee.

The tutor:

o Validates the Thesis Proposal only once it has been validated by the thesis supervisor.

The Doctoral Program coordinator:

o Issues the approval of the Evaluation Committee Proposal and informs the thesis supervisor by email, with copy to the tutor.

2. Preparation of the defence of the Thesis Proposal

The Doctoral Program secretary:

o Uploads the Evaluation Committee Proposal to the doctoral thesis follow-up module once it has been validated by the Doctoral Programme coordinator.

o Books the room for the defence.

o Sends the necessary instructions to the members of the evaluation committee.

o Informs the faculty of the Department and all the doctoral students about the defence.

o Uploads the evaluation report issued by the committee to doctoral thesis follow-up module and closes the process.

3. Defence of the Thesis Proposal

The thesis supervisor:

o Collects the official documents at the Doctoral Program secretary office, completes them during the defence and returns them once the act has finished. If the office is closed, the documents need to be sent via internal mail.

The evaluation committee:

o Issues an evaluation report on the Thesis Proposal during the defence.

For further details, do not hesitate to contact the Secretary of the Department.

08/03/2024